



Department of the Navy Civilian Benefits Center

Department of Defense Civilian Retiree Identification Card

Department of Defense (DoD) civilian retirees (except non-appropriated fund and INTEL employees) are eligible for a retiree identification card. Since many retired DoD civilians have no way of identifying their association with DoD, this card provides them with a trusted credential to establish their identity and affiliation. This card does not guarantee civilian retirees access to DoD bases or facilities within the United States nor its territories or possessions. The installation commander retains the authority to restrict access to Morale, Welfare, and Recreation (MWR) facilities for reasons such as local demand, facility capacity, and security concerns.

You can apply for a DoD civilian retiree identification card at your nearest Real-Time Automated Personnel Identification System (RAPIDS) site office once you have been retired 60 days. A RAPIDS site office locator database is available at <http://www.dmdc.osd.mil/rsl/appj/site?execution=e1s1>. You must bring two forms of identification from the OMB I-9 document list. One must be a Federal- or State-issued photo ID. A list of acceptable identification is at <http://www.uscis.gov/files/form/i-9.pdf>. You must also bring proof of your pay grade at retirement. A copy of your SF 50, Notification of Personnel Action that documents your retirement, will satisfy this requirement.

If you do not have a copy of your SF 50 documenting your retirement, you may request one from the National Personnel Records Center. Your request must be in writing, signed, and include:

- Full name used during Federal employment
- Social Security number
- Date of birth
- Name(s) of Federal employing agency(s)
- Approximate dates of Federal employment

Mail your request to:

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118

If the RAPIDS site office indicates that you are not in the Defense Enrollment Eligibility Reporting System (DEERS), contact the Defense Manpower Data Center (DMDC). When contacting DMDC, identify yourself as a DoD civilian retiree not presently in DEERS. DMDC will instruct you on what documentation they require for enrollment. To contact DMDC Support Office by phone dial: 800-538-9552 (TTY 866- 363-2883) or send a fax to 831-655-8317.

If after contacting DMDC you cannot get a resolution, then you may contact DCPAS at benefits@cpms.osd.mil or 703-882-5197.

Special Note For Disability Retirement and Discontinued Service Retirement: If you have been approved for disability retirement or discontinued service retirement after you separated from federal service you will need your separation SF-50 and a current (within 30 days) OPM Verification of Annuity. You can get the verification of annuity, at no cost, by contacting OPM Retirement Services in Boyers at 888-767-6738.

Additional information is available at <https://www.dmdc.osd.mil/smartcard/owa/ShowPage?p=index>.